

## JOB DESCRIPTION

<b>Position Title:</b> Programme Analyst (JPO)	<b>Contract type:</b> Fixed-term appointment (Junior Professional Officer)
<b>Grade:</b> P2	<b>Duty Station:</b> Kinshasa, Democratic Republic of Congo (DRC)
<b>Department:</b> Programme Management Department (PMD)	<b>Division/Unit:</b> West and Central Africa Division (WCA)
<b>Duration of Assignment:</b> 2 years (renewable up to 3 years subject to satisfactory performance, recommendation by respective office, partner country agreement and availability of financial resources).	<b>Effective Date:</b> As soon as possible

### 1. Organisational Context

The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programs and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.

The Program Management Department (PMD), under the leadership of an Associate Vice-President, is responsible for the overall program of loans and grants of the Fund and is composed of five (5) regional divisions and the Operational Policy and Results Division.

The West and Central Africa Division, under the leadership of the Regional Director, oversees all IFAD operations and activities in the region including, but not limited, to the 24 country programs: Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo. IFAD has been investing in poor rural women and men in West and Central Africa for almost 40 years.

The country office in Kinshasa covers IFAD portfolios in DRC and Congo. The Country office is led by a Country Director. It has limited staff and operates in a very fragile context.

IFAD is currently implementing three projects in DRC namely:

- The North Kivu Agricultural Sector Support Project (PASA NK: 2016 – 2025) which operates in the North Kivu province and aims to improve the productivity and profitability of four crops produced by small farmers: corn , rice, potatoes and Arabica coffee through (i) the development of economic services provided by farmers organizations (sustainable production techniques, agricultural advice on Integrated Soil Fertility Management and disease and pest management, access to certified seeds, acquisition of fertilizers, establishment of collection, storage, processing infrastructure, (ii) access to markets and marketing of agricultural products and (iii) rehabilitation of rural roads and government technical services infrastructure for agriculture and rural development.
- The Inclusive and Resilient Rural Development Support Program (PADRIR: 2021 – 2028) which operates in the provinces of Maniema, Lomami, Kasai Central and Kasai Oriental with the objective of sustainably improving the productivity and competitiveness of the value chains of crops that contribute to food and nutritional security and income diversification. This program has two technical components: (i) support to production, marketing and organization of the value chains and, (ii) the development of climate-smart infrastructure.
- The Empowerment through the Promotion of Agricultural and Rural Entrepreneurship, sensitive to nutrition, inclusive and resilient project (AVENIR: 2023 – 2030) which covers the provinces of Kongo Central, Kwango, Kwilu, Mai Ndombe and the rural periphery from Kinshasa. Its objective is to sustainably increase the income and dietary diversity of rural households in the provinces surrounding Kinshasa, through the involvement of women and young people in agricultural and rural entrepreneurship. The project has two technical components including: (i) the transformation of family farming and agricultural and rural entrepreneurship and, (ii) the development of territorial markets.

In the Republic of Congo, one project is currently on going and the project is at start-up phase, namely:

- The Agriculture, Youth and Entrepreneurship Project (PAJE: 2022 - 2029). The project objective is to promote the socio-professional inclusion of young people and vulnerable groups in profitable activities that generate income and sustainable employment in agri-food value chains:

## **2. SUPERVISION**

Direct supervisor: Country Director

Under the direct supervision of the CD, the Junior Professional Officer (JPO) will support IFAD's country programmes in DRC. They will prepare an annual work programme and performance plan reviewed by the supervisor. Supervision and feedback will be provided as needed to monitor and support their performance and professional growth. Mid-year review and annual review will help to analyse performance and plan personal development. The JPO will build their development on the experiences gained during the assignment in Kinshasa working with the DRC country programme. The JPO will also have an opportunity to spend a brief period at IFAD HQ in Rome, Italy, to first understand the overview of IFAD's operations prior to the assignment in Kinshasa, DRC; and to join a few missions in WCA countries.

## **3. Purpose of position**

Under the overall supervision of the Country Director, the JPO will assist with program management related activities on a full range of operational matters including:

- Design and implementation of DRC and Congo country strategies.
- Design of new project in DRC and Congo (both additional finance).
- Supervision and implementation support of active projects in DRC and Congo
- Regular field visits to discuss with beneficiaries and project team and provide technical and management advice and propose corrective measures to problems identified.
- Provide preliminary analysis of no-objection requests by project teams prior to final decision of the country director.
- Interaction with IFAD platforms and systems (ORMS, GRIPS etc).
- Engagement with Governments and implementing agencies in both countries.
- Engagement with UN Agencies and development partners.
- Knowledge management and knowledge/communication products/ visibility of IFAD-funded activities
- Support to policy dialogue initiatives.
- Contribute to IFAD Country office programming, meetings and carry out technical tasks within their area of expertise at the request of the Country.
- Contribute to National and regional events.

The JPO will be stationed at the IFAD Country Office in Kinshasa with duty travel to the field in DRC and in Congo. Travel to/from HQ and regional events may also arise from time to time.

#### **4. Duties and Responsibilities**

The JPO will play a key role in supporting the DRC country programmes with the view to maximising their development effectiveness, impact and sustainability. The JPO will support the CD in strategic direction, management, and supervision/implementation support with specific focus on managing and planning for results.

##### **For country programme management the JPO will:**

(i) Collect and analyse documentation for programme review and design; develop, update and refine country programme result monitoring frameworks; and support innovation, capitalisation, knowledge management, scaling up and policy dialogue.

(ii) Support the implementation readiness for start-up of new projects.

(iii) Organise and take active part in consultations with the Country Programme Management Teams.

(iv) In close collaboration with the CD, lead or participate in the organization and field work of supervision/implementation support missions and mid-term review missions in DRC or in a WCA country, as planned.

**For project level supervision and implementation support, the JPO will assume responsibility for the following aspects:**

- (i) Support projects to strengthen their general management and organisation in view of increasing effectiveness and efficiency.
- (ii) Support the development of a business mentality within the projects regarding agricultural development, focusing on developing viable and profitable activities for small-holder farmers and linking production to markets.
- (iii) Support projects to strengthen their Monitoring and Evaluation (M&E) systems along with Results and Impact Management System (RIMS) reporting in order to promote better internal country coherence and effectiveness.
- (iv) Support knowledge management and capitalisation.
- (v) Review Annual Work Plans and Budgets (AWPBs) and provide inputs for IFAD non- objections, quality control of withdrawal applications, etc.

**For Policy & Partnerships development, the JPO will play the following role:**

- (i) Contribute to policy development initiatives through collection information, preparation of technical notes and briefings based on IFAD projects, innovations and comparative advantage.
- (ii) Establish networks and build partnership with: UN agencies and other donors, private sector and civil society representatives and with projects and programs in the region that are relevant to the country program.

The JPO will draw lessons from design and implementation support experiences to (i) promote in-country local learning and strengthen Monitoring and Evaluation systems (projects and country programme); (ii) share knowledge within the country programme and between country programmes including through the participation to missions to other English-speaking countries in the region; and (iii) promote knowledge sharing within IFAD and with other development partners.

The work, which will involve the management of processes as well as analytical and technical work, will require broad collaboration with colleagues within IFAD; government authorities; project staff; implementing partners; development partners and other stakeholders.

## **5. Qualifications and Skills Required**

### **Education and experience:**

- Advanced university degree or professional qualification in social sciences, economics, business management, rural development, agriculture, agricultural economics, rural finance, public policy or related disciplines.
- At least 2 years of experience at field level on rural and agricultural development activities preferably in one or more countries in Africa, with an interest in aid effectiveness and harmonization and related reforms.

- Degree must be an accredited institution listed on <https://www.whed.net/home.php>

#### **Organizational/technical competencies:**

##### ***Organizational***

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrating Leadership:** Personal leadership and attitude to change
- **Learning, sharing knowledge and innovating:** Continuously seeks to learn, shares knowledge and innovates
- **Focusing on clients:** Focuses on clients
- **Problem solving and decision making:** Demonstrates sound problem solving and decision making ability
- **Managing time, resources and information:** Manages own time, information and resources effectively
- **Team Work:** Contributes effectively to the team
- **Communicating and negotiating:** Communicates effectively: creates understanding between self and others
- **Building relationships and partnerships:** Builds and maintains effective working relationships

##### ***Technical***

- Good communication skills.
- Ability to work under minimum supervision in a multi-cultural environment.
- Knowledge of standard office software applications.
- Ability to perform accurate and reliable work, seeking and accepting guidance and providing performance feedback to supervisors.

#### **Languages and other skills:**

- Excellent written and verbal communication skills in French and working knowledge of English are required.

#### **Learning Points**

- Gain insights into the development, coordination and implementation of medium to longer-term International Financial Institutions (IFIs) investment strategies in agriculture and rural development; intensify collaboration with governments and other national stakeholders for rural poverty reduction.
- Expand knowledge on private sector development from a corporate and country portfolio perspective in order to facilitate replication of practices and scaling up.
- Strengthen competencies to support the design, supervision and implementation of IFI financed programs with a view to maximizing development effectiveness, impact and sustainable development results.

The JPO learning plan is as follows:

##### **First JPO year:**

- On the job training in project design and supervision
- Participation and contribute to supervision and implementation support missions

- On the job training in Country Programme Management
- Gain experience on the different typical components of IFAD funded projects such as, agricultural production, access to finance, climate change resilience, value chain development, business development service provision and rural infrastructure
- Direct coaching by CD

**Second JPO year:**

- Gain leadership experience on key aspects of country programme management, including M&E, knowledge management, economic and financial analysis, fiduciary aspects and partnership coordination
- Gain experience with programme work in developing countries – reaching results in a challenging environment
- Gain experience in supporting an effective project start-up

**Third JPO year (if applicable):**

- Prepare, lead and follow-up on supervision and implementation support missions of IFAD-financed programmes
- Draw key lessons learned and spur changes within and between country programmes to improve programme efficiency and effectiveness
- Oversee managerial and fiduciary aspects of the programmes including drafting non-objections
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